

RECORDS/ELECTRONIC INFORMATION REQUEST

North Dakota Department of Transportation, Information Technology
SFN 16595 (Rev. 03-2005)

Send to/Payable to:

ND DEPARTMENT OF TRANSPORTATION
608 E BOULEVARD AVE
BISMARCK ND 58505-0700

Name	Company Name	
Address	Date	
	Phone	
Request the following records/information: (Attach additional sheets, if necessary.)		
Notice: Information on individuals obtained from driver records is subject to the Driver's Privacy Protection Act (Public Law 103-322 and North Dakota Century Code Chapter 39-33)		

How information will be used:

Will this information ever be used, directly or indirectly, in a court proceeding or claim for damages arising from any occurrence at the locations mentioned or addressed in the requested records? (Failure to answer this question may cause delays or the denial of some information sought.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does this request relate to a criminal, civil, or adversarial administrative proceeding in which the requestor is a party?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to the above question, please indicate whether the State of North Dakota or the NDDOT is a party in the requestor's criminal or civil or adversarial administrative proceeding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, who is the attorney representing the State or NDDOT? _____	
_____ Requestor's Signature	

PLEASE READ AND SIGN THE BACK OF FORM

DEPARTMENT OF TRANSPORTATION USE ONLY	
File Name	
Medium Charge/Copy Costs (Admin. charges already included in paper copy charge)	Electronic Information: <input type="checkbox"/> 3 1/2 <input type="checkbox"/> Computer Tape
Charges for Searching (1st hour free) NDCC 44-04-18(a)	\$
Shipping <input type="checkbox"/> Pick Up <input type="checkbox"/> Send Out	\$
Administrative Fee 5% (Excludes paper copies)	\$
Charges are waived: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Amount \$
Reason for waiver: _____	Signature Authorizing Release _____

Important information: Please Read Each Paragraph Carefully and Sign Below

General Disclaimer (Applicable to All Types of Information)

1. The North Dakota Department of Transportation (NDDOT) gathers and retains records in an electronic format to facilitate its duties or as a public service, where possible and appropriate. Records will not generally be put into an electronic format or reformatted to fulfill a particular request.

Records retained by NDDOT or requested under this policy are not certified to be free of errors. **NDDOT specifically disclaims all warranties**, express or implied, including but not limited to the warranties of merchantability and fitness for a particular purpose. **The requestor agrees to accept all risks and consequences** flowing from or related to the use, retention, distribution, alteration, or deletion of these records by signing below. NDDOT will in no instance be liable for any loss of profit or other damage, including but not limited to special, incidental, consequential, or other damages.

Requests for Copyrighted Non-Software Records (e.g., Digitized Maps, Etc.)

2. Records that are the original work of NDDOT may be copyrighted under Title 17 of the United States Code (USC). NDDOT reserves all rights and interests in such records. **No part of this material may be altered, appended, sold, transferred, or reproduced** without the prior express, specific, written consent of NDDOT. Additional requirements may be imposed by NDDOT for the release of various copyrighted items.

Requests for Copyrighted Software

3. Software developed in whole or in part by NDDOT is copyrighted under Title 17 USC. NDDOT reserves all rights and interests in such software. **No part of this software may be altered, appended, sold, transferred, or reproduced** without the prior express, specific, written consent of NDDOT. The requestor may make copies of the software for the exclusive purposes of backup and installation of the software to a fixed disk.
4. NDDOT will provide only software in which it is the sole holder of all rights and interests, unless the requestor obtains agreements with any other parties sufficient to satisfy NDDOT that all rights and interests are protected.
5. The requestor may be required to purchase software from NDDOT. NDDOT reserves the right to set an appropriate price for such software. Such purchase does not revive any warranties disclaimed in the foregoing paragraphs. Additional requirements may be imposed for the release of various copyrighted items.

By signing I certify that I have **read and agree** to the foregoing.

Signature, Title, Date